

**WISCONSIN RAPIDS COMMON COUNCIL MEETING MINUTES
CITY HALL COUNCIL CHAMBERS
WISCONSIN RAPIDS, WISCONSIN**

Tuesday, August 21, 2018

1. Call to order.

The meeting was called to order by Mayor Zachary J. Vruwink at 6:00 p.m.

2. Roll call.

Roll call indicated that all Alderpersons were present with the exception of Alderperson Jacob Cattnach who was excused.

Joseph Zurfluh
Lee Graf
Scott Kellogg
Tom Rayome
Steve Koth
Thad Kubisiak
Shane Blaser

3. Presentation of the Colors by the Wisconsin Rapids Police Department Honor Guard.

4. Presentation of Detective Andy Dewitt's retirement badge.

**5. Reading of the minutes of the previous regular council meeting of July 17, 2018.
(Attachment #1)**

It was moved by Koth, seconded by Zurfluh, to dispense with a reading and accept the minutes of the previous meeting. Motion carried 7 ayes, 0 nays.

6. Explanation of visitor speaking procedure.

7. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

8. Standing council committee reports:

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Shane Blaser

Jacob Cattnach

Date of Meeting: 08/07/2018
Reported to Council: 08/21/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, August 7, 2018 in the first-floor conference room at the City Hall. Committee members Joe Zurfluh and Shane Blaser were present, Alderperson Jake Cattnach was excused. A list of all others attending is on file in the Clerk's Office.

1. Call to order.

The meeting was called to order by Chairperson Joseph Zurfluh at 5:00 p.m.

2. Discuss Request for Proposal process for Shared-Ride Taxi Service procurement and the responsibilities of Finance Committee members in the evaluation process as required by WI DOT.

The Request for Proposal process for Shared-Ride Taxi Service procurement and the responsibilities of Finance Committee member in the evaluation process as required by WI DOT was discussed.

3. Review and consider for approval a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower.

It was moved by Zurfluh, and seconded by Blaser to approve a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower in the amount

of \$720.58 by Van Ert Electric Company Inc., and to allow future repairs under \$2,500.00 to be approved directly by either the Public Works Director or the Parks and Buildings Supervisor, provided grant funds from the Mead Witter Foundation are available to pay for the repairs. Motion carried unanimously.

4. Review and consider for approval Phase II (installation) of new emergency generators at Fire Station No. 1, Fire Station No. 2, and City Hall.

It was moved by Blaser, and seconded by Zurfluh to approve Current Technologies Inc. as the low bidder for phase II (installation) of new emergency generators at Fire Station No. 1 for a cost of \$11,980.00, Fire Station No. 2 for a cost of \$13,170.00, and City Hall for a cost of \$25,650.00. Motion carried unanimously.

5. Review and consider for approval a proposal from MSA Professional Services to provide signal timing plans for Lincoln St and Riverview Expressway intersection improvements.

It was moved by Zurfluh, and seconded by Blaser to approve a proposal from MSA Professional Services to provide signal timing plans for Lincoln St and Riverview Expressway intersection improvements in the amount of \$5,800.00 to be funded through the Public Works Construction fund. Motion carried unanimously.

6. Review and consider approval of a sidewalk and parking easement at St. Luke's Lutheran Church along 10th St S for the 2018 sidewalk project.

It was moved by Zurfluh, and seconded by Blaser to approve of a sidewalk and parking easement at St. Luke's Lutheran Church along 10th St S for the 2018 sidewalk project, and have the easement recorded with the Wood County Register of Deeds. Motion carried unanimously.

7. Consideration of a resolution to accept or reject an Offer for Sale for property located in the West Side Industrial Park, Outlot 1 of WCCSM No. 10215, located near the corner of Industrial Street and 25th Avenue North. A Declaration of Restriction for the West Side Industrial Park provides the City the ability to match an Offer for Sale whenever land is proposed to be sold in the Park.

It was moved by Blaser, and seconded by Zurfluh, to approve a resolution to reject an Offer for Sale for property located in the West Side Industrial Park, Outlot 1 of WCCSM No. 10215, located near the corner of Industrial Street and 25th Avenue North. Motion carried unanimously.

8. Review and consider for approval a request to designate the \$40,000 development fee from Northpointe Senior Housing Development to establish a pilot housing development program.

It was moved by Blaser, and seconded by Zurfluh to approve a request to designate the \$40,000.00 development fee from Northpointe Senior Housing Development to establish a pilot housing development program. Motion carried unanimously.

9. Review and consider for approval a 2019 Wood County Economic Development Funding Request application for a pilot housing development program.

It was moved by Zurfluh, and seconded by Blaser to approve a 2019 Wood County Economic Development Funding Request application for a pilot housing development program. Motion carried unanimously.

10. Request from Central Wisconsin BMX for approval to install a new sign on the land they lease from the City at the corner of Highway 54 and County Highway W. Any improvement on the property which exceeds \$500 needs City approval. A sign permit has been applied for.

It was moved by Zurfluh, and seconded by Blaser to approve a request from Central Wisconsin BMX to install a new sign on the land they lease from the City at the corner of Highway 54 and County Highway W.

11. Consider a special events application submitted by Heart of Wisconsin Chamber of Commerce for an event called Hometown Halloween to be held from 4:30 p.m. to 6:30 p.m. on Friday, October 12. The application includes a request to close 2nd Street from East Grand Ave to Oak Street from 4:00 p.m. to 7:00 p.m.

It was moved by Blaser, and seconded by Zurfluh to approve a special events application submitted by Heart of Wisconsin Chamber of Commerce for an event called Hometown Halloween to be held from 4:30 p.m. to 6:30 p.m. on Friday, October 12. The application includes a request to close 2nd Street from East Grand Ave to Oak Street from 4:00 p.m. to 7:00 p.m. Motion carried unanimously.

12. Consider an Application for a Temporary Class B Retailer's License submitted by Our Lady Queen of Heaven Parish for their Parish Picnic on August 26.

It was moved by Blaser, and seconded by Zurfluh to approve an Application for a Temporary Class B Retailer's License submitted by Our Lady Queen of Heaven Parish for their Parish Picnic on August 26. Motion carried unanimously.

13. Beverage operator license applications.

It was moved by Blaser, and seconded by Zurfluh to approve the following beverage operator license applications:

New applications – Michael Garcia, Tricia Hughes, Sandra Knuth, Sarah Kucharski, Zakery Marten, Jacob Ninneman, Cheryl Owen, Tambi Prey, Evan Schleisner, Bret Schwalbach.

Renewals – Dennis Guerin, Dennis Guerin Jr., Kimberly Jonovic, Arvind Patel.

Motion carried unanimously.

14. Audit of the Bills – July 2018 (Check No. 73068 - 73377 and Manual Check No. 99721 – 99737)

It was moved by Zurfluh, and seconded by Blaser to approve Check No. 73068 - 73377 and Manual Check No. 99721 – 99737. Motion carried unanimously.

15. Set next meeting date.

The next regular meeting of the Finance and Property Committee will be on Tuesday, September 4, 2018.

16. In open session, the committee will vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

It was moved by Blaser, and seconded by Zurfluh to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, a roll call vote was taken and all members voted in the affirmative.

- a. In closed session, the Committee will discuss negotiations and strategy regarding a development agreement, easements and other agreements with the South Wood County YMCA.

In closed session, the Committee discussed negotiations and strategy regarding a development agreement, easements and other agreements with the South Wood County YMCA.

- b. In closed session, the Committee will discuss a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

In closed session, the Committee discussed a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

- c. The Committee may return to open session and take action or make recommendations regarding item 11(a) and 11(b), or may adjourn in closed session.

17. Adjourn.

In closed session it was moved by Blaser, and seconded by Zurfluh to adjourn. Motion carried unanimously. The meeting adjourned at 6:40 p.m.

It was moved by Zurfluh, seconded by Koth, to approve and adopt all actions of the Committee, holding out items #4, #8 and #9. Motioned carried, 7 ayes and 0 nays.

It was moved by Graf, seconded by Blaser, to approve and adopt the actions of the Committee on items #8 and #9. Motioned carried, 7 ayes and 0 nays.

It was moved by Zurfluh, seconded by Blaser, to approve and adopt the action of the Committee on item #4. Motion carried, 7 ayes and 0 nays.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Thaddeus Kubisiak

Lee Graf

Date of Meeting: 08/07/2018
Reported to Council: 08/21/2018

The Public Works Committee met at 6:45 p.m. on Tuesday, August 7, 2018, in the first-floor conference room at City Hall. The meeting was publicly noticed to start at 6:00 p.m. but was delayed by an ongoing Finance and Property Committee meeting. All members were present. A list of all others attending is on file in the Clerk's Office.

1. Review DPW report

The DPW report was reviewed and available to view online at www.wirapids.org.

2. Discuss policy and ordinance development/modifications for automated refuse and recycling services.

Discussion included a timeline for implementation, route changes, container sizes and options, number of containers for various types of multi-family dwelling units, funding of carts, the scope of service, the future of bulk item pickup, leaf collection, and extra fee-based services.

3. Consider a request from SK Construction to extend sewer and water main on 14th PI S.

It was moved by Kubisiak, and seconded by Rayome to approve a request from SK Construction to extend the sewer and water main on 14th PI S. Motion carried unanimously.

4. Review and consider contract modification to the East Riverbank Project related to work along 2nd St S near Locust St.

It was moved by Rayome, and seconded by Kubisiak to approve a contract modification which includes a design change of the East Riverbank trail along 2nd St S, between Locust St and Witter St, to eliminate impacts to the 100-year flood elevation of the Wisconsin River. Motion carried unanimously.

5. Review and consider approval of preliminary resolutions for municipal improvements in 2019 including sanitary laterals & water services, curb & gutter, sidewalk, permanent street surfacing and concrete driveway approaches on E Grand Ave from the Grand Ave bridge to 3rd St.

It was moved by Kubisiak, and seconded by Rayome to approve preliminary resolutions for municipal improvements in 2019 including sanitary laterals & water services, curb & gutter, sidewalk, permanent street surfacing and concrete driveway approaches on E Grand Ave from the Grand Ave bridge to 3rd St. Motion carried unanimously.

6. Review and consider approval of preliminary resolutions for municipal improvements in 2020 including temporary street surfacing on the following alleys:

- a. East-west alley between 14th Ave S and 15th Ave S, north of Alton St.
- b. North-south alley between 14th Ave S and 15th Ave S, north of Alton St.
- c. East-west alley between 15th Ave S and 16th Ave S, north of Alton St.
- d. East-west alley between 17th Ave S and 18th Ave S, north of Alton St.

It was moved by Kubisiak, and seconded by Graf to approve of preliminary resolutions for municipal improvements in 2020 including temporary street surfacing on the following alleys, East-west alley between 14th Ave S and 15th Ave S, north of Alton St., North-south alley between 14th Ave S and 15th Ave S, north of Alton St., East-west alley between 15th Ave S and 16th Ave S, north of Alton St., and the East-west alley between 17th Ave S and 18th Ave S, north of Alton St. Motion carried unanimously.

7. Review Referral List

Item number 21 of the list was removed.

8. Adjourn.

It was moved by Kubisiak, and seconded by Rayome to adjourn. Motion carried unanimously. The meeting adjourned at 8:32 p.m.

It was moved by Rayome, seconded by Kubisiak, to approve and adopt all actions taken by the Committee. Motion carried, 7 ayes and 0 nays.

REPORT OF THE HUMAN RESOURCES COMMITTEE

August 10, 2018 Meeting Reported to Council on August 21, 2018

Steve Koth,

Scott Kellogg,

Joe Zurfluh

The Human Resources Committee met at 8:00 a.m. on Friday, August 10, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth and Scott Kellogg were present. Alderperson Joe Zurfluh was absent. Also present were Mayor Vruwink, Sue Schill, Dawn Urban, John Koeshall, Kevin Anderson, Travis Schalinske, Jay Bemke, Joe Terry, Tom Loucks, and Paul Vollert.

1. Call to order.

The meeting was called to order by Chairperson Steve Koth at 8:00 am.

2. Review and approve the revised Paid and Sick Leave policy.

Dawn Urban indicated that that the City's intent is to be fair and implement a revised policy that still provides a generous benefit to employees but is fiscally responsible. Dawn explained the material changes to this policy and indicated that the City paid a total of \$143,000 for this benefit during 2017 (\$70,000 was paid for three extended leaves). A brief employee discussion followed.

Chairperson Koth made a motion to approve this policy as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

3. Review and approve the Leave of Absence policy.

Dawn Urban explained that the Leave of Absence policy and Paid and Sick Leave policy are connected. When employees exhaust their FMLA under the Paid and Sick Leave policy, they would request a leave of absence under this policy. Chairperson Koth made a motion to approve this policy as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

4. Review and approve the modified IT Director job description.

Dawn Urban explained that the pay grade would remain unchanged, and the job description has been modified with an enhanced focus on IT in the areas of systems, networks, servers, and security. Mayor Vruwink indicated that it would be critical to have an IT leader with advanced technical skills during the implementation of Munis (the City's HRIS)

A motion was made by Chairperson Koth and seconded by Alderperson Zurfluh to approve the job description as presented. Motion carried.

5. Set next meeting date.

The next HR Committee meeting has been scheduled for 8 am on September 7, 2018 in the third floor conference room of City Hall.

6. Adjourn.

Motion by Chairperson Koth and second by Alderperson Kellogg to adjourn. Motion carried.

The meeting adjourned at 8:35 am.

It was moved by Koth, seconded by Zurfluh, to approve and adopt all actions of the Committee. Blaser requested that item #4 be held out for separate vote. Rayome requested that items #2 and #3 be held out for separate vote. Mayor Vruwink requested unanimous consent to amend Koth's motion to include holding out item #4. There was no objection. A vote was taken on the balance of the report. Motion carried, 4 ayes and 3 nays, with Graf, Rayome and Kubisiak voting in the negative.

It was moved by Blaser, seconded by Kubisiak, to approve and adopt the action of the Committee on item #4. Motion carried, 4 ayes and 3 nays, with Graf, Rayome and Kubisiak voting in the negative.

9. Miscellaneous reports.

1. South Wood County Airport Commission meetings held on June 7, June 28, and July 19.
2. Board of Zoning Appeals meetings held on July 24, and August 14.
3. Joint Review Board meeting held on July 24.
4. McMillan Library Board of Trustees meeting held on July 18.
5. Mayor's Youth Council meeting held on July 25.
6. Police and Fire Commission meetings held on July 11, and August 8.
7. Wisconsin Rapids Fire Department monthly update for July.
8. Wastewater Treatment Commission meeting held on August 1.

It was moved by Zurfluh, and seconded by Blaser, to place the miscellaneous reports on file. Motion carried, 7 ayes and 0 nays.

10. Referral of communications to committees.

Aldersperson Rayome made a request to discuss the Norton Street Pond trespassing sign.

Aldersperson Graf made a referral to the Committee of the Whole to discuss the YMCA/Boys and Girls Club development agreement/parking issues.

Aldersperson Blaser made a referral to Human Resources to repeal the employee residency ordinance

11. Adjourn.

It was moved by Zurfluh, seconded by Kubisiak, to adjourn. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Sue Bravick, Deputy City Clerk